

**Bend Metro Park & Recreation District  
Board of Directors  
Regular Meeting  
July 1, 2014  
Minutes**

**BOARD PRESENT:** Scott Wallace, Dan Fishkin, Ted Schoenborn and Craig Chenoweth. Scott Asla arrived at 7:20 pm.

**STAFF PRESENT:** Don Horton, Michelle Healy, Lindsey Lombard, Theresa Albert, Jan Taylor, Matt Mercer, Pat Erwert and Paula Lowery.

**LEGAL COUNSEL:** None.

**MEDIA:** KTVZ.

**VISITORS:** Keith Scott and Mike Lovely.

**REGULAR MEETING**

Chair Scott Wallace called the meeting to order at 7:05 pm.

**VISITORS**

Keith Scott addressed the board regarding Mirror Pond, maintenance of district facilities, graffiti and the threat of wildfire.

**CONSENT AGENDA**

**Approval of minutes: June 3, 2014, Work Session and Regular Meeting and June 17, 2014, Work Session and Regular Meeting**

**Adopt Resolution No. 371- authorizing RTP Grant Application – Colorado Undercrossing**

Ted Schoenborn moved to approve the consent agenda. Dan Fishkin seconded the motion.

Scott Wallace, Dan Fishkin, Ted Schoenborn and Craig Chenoweth voted aye. Motion passed.

**BUSINESS SESSION**

**PROCLAMATION**

Chair Scott Wallace introduced and read for the record a proclamation joining the United States Congress, National Recreation and Park Association and State of Oregon in proclaiming July 2014 Park and Recreation Month. Ted Schoenborn moved to approve the proclamation. Dan Fishkin seconded the motion. Scott Wallace, Dan Fishkin, Ted Schoenborn and Craig Chenoweth all voted aye. Motion passed.

### **Election of Board Chair and Vice-Chair**

Chair Scott Wallace opened nominations for the board chair to serve fiscal year 2014-15. Ted Schoenborn nominated Dan Fishkin for board chair. Craig Chenoweth seconded the nomination. Scott Wallace, Ted Schoenborn and Craig Chenoweth voted aye. Dan Fishkin abstained. The nomination was approved with Dan Fishkin appointed to serve as chair for fiscal year 2014-15. Ted Schoenborn nominated Craig Chenoweth to serve as vice-chair for fiscal year 2014-15. Dan Fishkin seconded the nomination. Scott Wallace, Ted Schoenborn, Craig Chenoweth and Dan Fishkin voted aye. The nomination was approved with Craig Chenoweth appointed to serve as vice-chair for fiscal year 2014-15.

Scott Wallace stated it has been his honor to serve as board chair for the past year and passed the gavel to Dan Fishkin. Dan Fishkin thanked Scott for his dedication, hard work and gracious service. He stated it has been a pleasure under his leadership. Scott Wallace stated it has been a privilege to work with such a great group.

### **Appoint Board Secretary**

Chair Dan Fishkin explained the board is required to formally appoint an Executive Secretary annually. He stated the Executive Secretary represents the board in business matters and signs official documents on behalf of the board and the district. He added that it has been the practice of the board to appoint the Executive Director. Craig Chenoweth moved to appoint Don Horton, Executive Director, to serve as Executive Secretary of the Bend Park and Recreation District Board of Directors for fiscal year 2014-15. Ted Schoenborn seconded the motion. Dan Fishkin, Craig Chenoweth, Ted Schoenborn, and Scott Wallace all voted aye. Motion passed.

### **Board of Directors Meeting Dates and Times**

Chair Dan Fishkin explained the board formally determines the meeting dates and times for the fiscal year. Scott Wallace moved to conduct the Bend Park and Recreation District Board of Directors public meetings on the first and third Tuesdays beginning at 5:30 pm with a work session and a business session beginning at 7:00 pm. Ted Schoenborn seconded the motion. Dan Fishkin, Craig Chenoweth, Ted Schoenborn and Scott Wallace voted aye. Motion passed.

### **2013-14 Annual Action Plan Year-End Update**

Michelle Healy noted a copy of the 2013-14 Annual Action Plan Year-End Report had been provided in the board report. She stated the plan is the tool used to implement the Strategic Plan goals and priorities. She reviewed the designations of the status key, and explained how those are applied to each of the tactics. She added that while the Annual Action Plan represents staff's best approach to implementing the priorities of the Strategic Plan, it is not intended to address all of the day-to-day goals of the district. Dan Fishkin asked if there are any significant differences in the status that should be called to the board's attention. Michelle noted there are indicators in red that include a check mark and explained those are tactics that staff has determined will not be completed for various reasons. She cited the proposed operating agreement with PUSH and explained staff determined not to go forward with entering into this agreement as the concept of the operation of the facility has changed. Matt Mercer explained that PUSH members will serve in a stewardship capacity. He noted the approved budget for 2014-15 includes a limited part-time position to oversee the skatepark.

Ted Schoenborn requested a separate accounting of those projects that are relevant to the Bend 2030 accelerator initiatives. Don Horton noted the 2014-15 Annual Action Plan should be updated to the current Bend 2030 accelerator initiatives as well. Ted stated he would like to have the information in context with the Annual Action Plan's initiatives. He stated this would be a good way to inform the Bend 2030 board about the district's efforts and get a broader understanding around the community about all facets of the district's work in addition to the park and facility projects. Scott Wallace asked about the scheduling of formal surveys we rely on to gauge community trends. Jan Taylor explained the next survey is scheduled for 2015-16. Don added that a comprehensive survey is planned with the next update or rewrite of the Comprehensive Plan. He stated eventually we will get on a two-year cycle of conducting surveys and given the cost of conducting the surveys we want to make sure we are using those funds efficiently. Michelle added that it is important to complete some of the bond projects before we survey the community's needs and unmet needs. Don stated that it is also important to develop a process for measuring the success of the Strategic Plan, and the surveys would help to ensure we are targeting the initiatives of the Strategic Plan and carrying the district in the right direction.

#### **EXECUTIVE DIRECTOR'S REPORT**

Don Horton reported the City Planning Commission will be considering the Colorado Safe Passage Project on July 14. He stated the commission will be touring the site as part of their meeting.

Don Horton reported the City Council will consider the zone change ordinance for Simpson Pavilion on July 15, at 7:00 pm, at city hall. He noted this will be the first reading of the ordinance that will be considered for approval at the first council meeting in August.

Don Horton reported the public process of the Shevlin Park Management Plan will kick off July 4 with a survey during the celebration in Drake Park. He added that staff will also be conducting surveys at the park in August, and advertising will be published seeking applications for a citizens' advisory committee. He stated at the completion of that process staff will report to the board about the results of the survey and the direction recommended for the management plan.

Don Horton announced the Pine Nursery pickleball court dedication is tentatively planned to be held in conjunction with a tournament hosted by the Bend Pickleball Club in August.

Don Horton reported the district may be taken to small claims court regarding an auto accident that occurred last winter. He provided brief details and explained the district's insurance company is involved in settling the matter.

#### **GOOD OF THE ORDER**

Dan Fishkin and Scott Asla requested a meeting with staff to receive updates that were presented to the board June 17 which they were unable to attend. Dan noted they had received the materials and it would be helpful to have an opportunity to review the information with staff.

Scott Wallace asked about the status of the website update. Jan Taylor explained this project was budgeted in the new fiscal year and it is anticipated that work will not begin until the CAPRA project is submitted in early winter.

Dan Fishkin complimented the district's assistance with the Two Bulls Fire. He stated district staff assisted the Deschutes County Search and Rescue team and the sheriff's department in providing the Simpson site as the command post. He added this also presents an opportunity for consideration of future incidents to establish a phone tree or direct connection between agencies. He stated he feels we should formalize some sort of communication system particularly when we need to evacuate people, we need shelters and our parks are potentially at risk. Don Horton explained there is a plan in place that is managed by the Bend Fire Department that includes contact information and identified roles assigned in those circumstances. He added the plan should be updated to include the district's new and expanded facilities as sites that can be used. He also complimented district staff for stepping up to assist with relocating those who had a large event in Aspen Hall and provide space in Drake Park for a wedding reception.

Scott Wallace advised the board that he will be sending out a performance evaluation document and soliciting input from the board in preparation for the executive director's performance review.

The meeting was adjourned at 7:45 pm.

Prepared by,

Paula Lowery  
Executive Assistant

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Dan Fishkin, Chair

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Craig Chenoweth, Vice-Chair

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Ted Schoenborn

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Scott Asla

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Scott Wallace